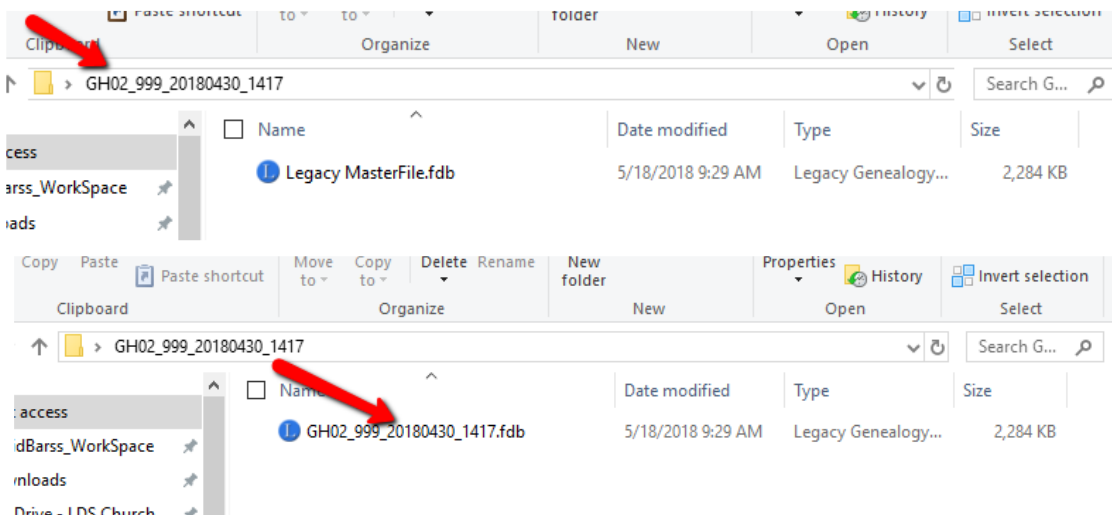




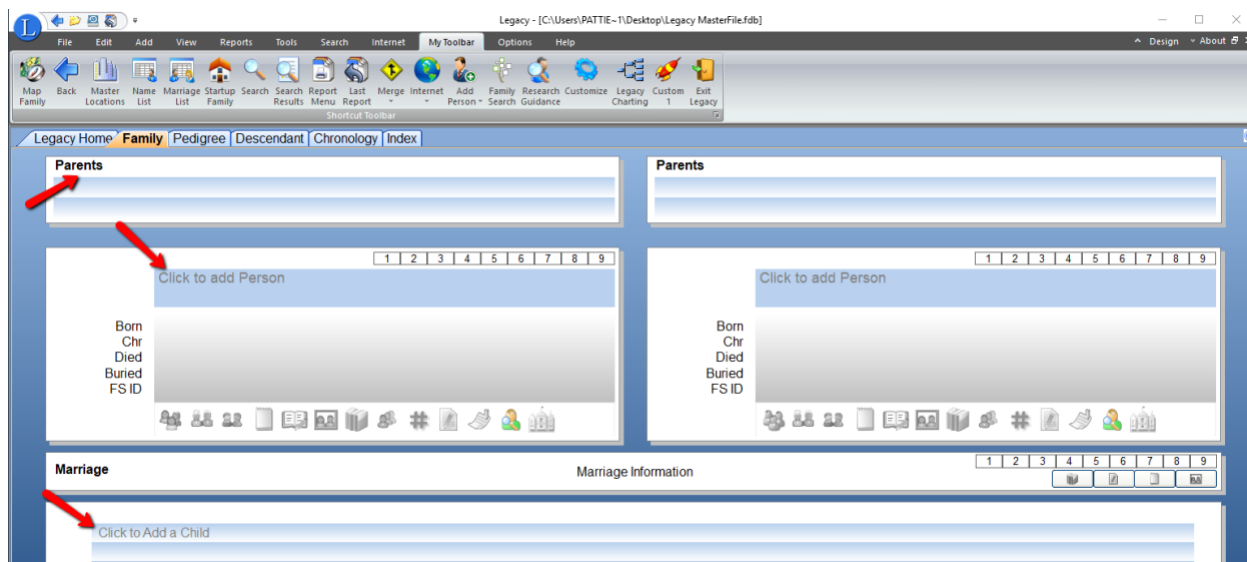
Africa Oral Genealogies & Family Histories Project

Creating a Legacy File

1. On your desktop, create a folder for the interview. Name the folder the same as the zipped Interview file. Example: GH99_999_20180502_1358 (Contractor ID_year/month/day_time (hour and minute)).
2. Create a COPY of the Legacy MasterFile
 - a. Right click on the Legacy MasterFile icon on your desktop and click **Copy**.
 - b. In the Interview folder you have created, right click and then click **Paste**.
 - c. On the Legacy file in the folder, right click and then click **Rename**. Name the new Legacy file the same as the zipped Interview file and Interview folder.



3. Begin entering the information by clicking on [Click to add Person]. IMPORTANT: Always begin with the First Ancestor. Continue entering family members by their place in the family – spouse, child, or parent. (Click on a name to bring them to the main position.)



4. NAMES:

- Include the full name of every person listed. This requires at least 2 names. Because most traditional naming includes family names, there will rarely be one name.
- Do NOT add any special characters (such as =<>&) to any name.
- If a wife's first name is not available, type the husband's name and add "Mrs" to the "Title Pre." field.

Individual's Information [5]

1 2 3

Joseph Smith Sr

Abt 1780, Sharon, Accra, Greater Accra

Abt 1850, Nauvoo, Accra, Greater Accra

Given: Joseph

Surname: Smith

Title Pre.: Mrs

Title Suf.:

- IMPORTANT:** As you enter the names of the Interviewee and the First Ancestor, keep track of the Individual's Information number. This will be needed when running the Contractor Audit Tool (CAT). To find the number, click on the person's name. The number is in brackets after "Individual's Information."

Husband

1 2 3 4 5 6 7 8 9

Joseph Smith

Born est 1805, Sharon Accra, Greater Accra, Ghana

Chr

Died est 1844, Nauvoo, Accra, Greater Accra, Ghana

Buried

FS ID

Individual's Information [1]

1 2

Joseph Smith

Born est 1805, Sharon Accra, Greater Accra, Ghana

Chr

Died est 1844, Nauvoo, Accra, Greater Accra, Ghana

Given: Joseph

Surname: Smith

Title Pre.:

Title Suf.:

6. DATES:

- Record all dates in the following order: Day Month (3-letter) Year (4-digit). (Example: 24 Sep 1895)
- If exact dates are known, or if the month and year are known, enter them.
- If exact dates, month, or year are not known, estimate dates (year only) in the following format: est 4-digit year. Example: est 1895
- When estimating, children should be listed in their correct birth order.
- Every name entered must have a birth date. Exact or estimated.
- Every name of a deceased person born after 1900 must have a death date. Exact or estimated.
- To estimate dates, use the following method:
 - Husband's birth: 20 years old when married.
 - Wife's birth: 18 years old when married.
 - 1st Child birth: 1 year after marriage date.
 - All following children: 2 years after previous child.
 - Death: 65 years after year of birth.
 - Only enter a burial date if an exact burial date is given by the interviewee.

- h. If you only have one date for a given family, you can estimate all the remaining birth, death, and marriage dates.
- i. **Estimating Dates Example (below):** (These are corrected dates from Contractor Training Video)

In a family of 3 children, you know that the birth date of the second child is est 1943.

- The first child was born est 1941. (2 years before the second child.)
- The parents were married est 1940. (1 year before the first child was born.)
- The father was born est 1920. (20 years before he was married.)
- The mother was born est 1922. (18 years before she was married.)
- The third child was born est 1945. (2 years after the second child was born.)
- The father died est 1985. (65 years after he was born.)
- The mother died est 1987. (65 years after she was born.)

7. LOCATIONS: Format: All locations must include 4 location levels. (Village, District, Region, and Country)
- a. When entering a location, start typing the district (or 1 level larger than village). A possible district, region, and country option will appear. Keep typing until the correct one appears.
 - b. Select the correct location. (You can hit “Tab” on your keyboard or click at the end of the location field.

The screenshot shows the 'Individual's Information' form. The 'Given' field contains 'Joseph' and the 'Surname' field contains 'Smith'. The 'Born' field is set to 'est 1805'. The 'Location' field is set to 'Accra, Greater Accra, Ghana'. A red arrow points to the location field.

- c. Click in front of the location field and type the village in front of the district. It is important to type a comma and space after the name of the village.

The screenshot shows the 'Individual's Information' form. The 'Given' field contains 'Joseph' and the 'Surname' field contains 'Smith'. The 'Born' field is set to 'est 1805'. The 'Location' field is set to 'Sharon, Accra, Greater Accra, Ghana'. A red arrow points to the location field.

- d. Once a village location has been saved, it is added to the locations list. You can just start typing the village and the entire location will show up.

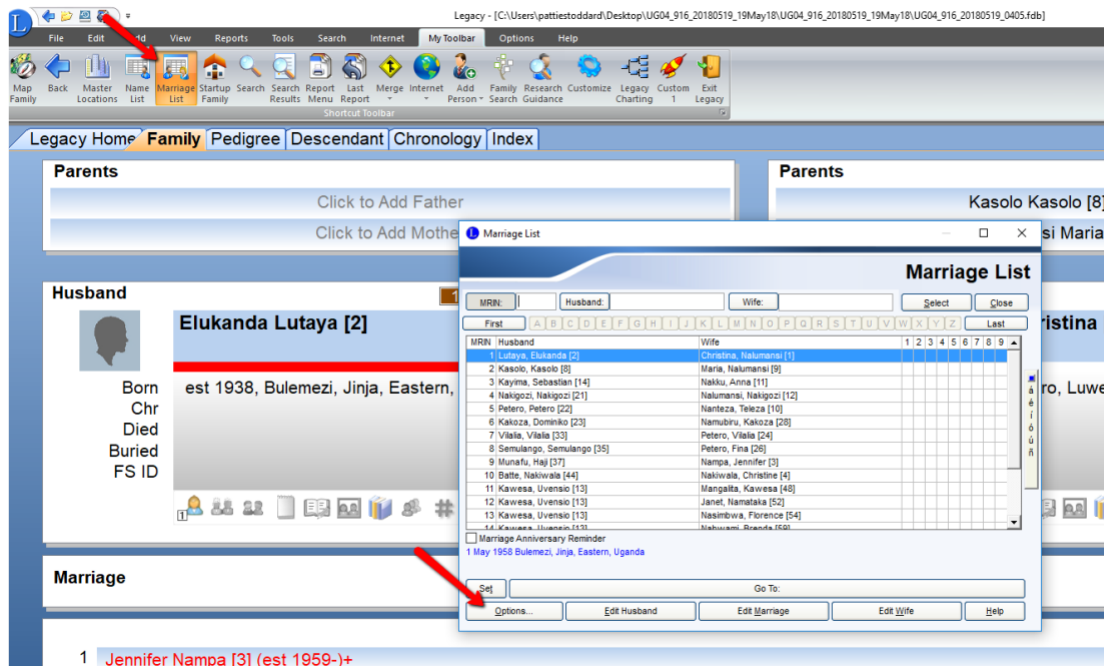
- *The names of the interviewee and the 1st ancestor must be spelled exactly the same.

- [illegible]

- [illegible]

Printing a Legacy File

1. Click on the “My Toolbar” tab. Click on **Marriage List**. Click on **Options**. Click on **Print**.



2. Include all of the fields except “Christening date and place.” You can Preview or Print from that window.

